

Office of Pesticide Programs 50 Approved Hires (paid by Fees)

	Antimicrobials Division (AD)	Biological and Economic Analysis Division (BEAD)	Biopesticides and Pollution Prevention Division (BPPD)	Environmental Fate and Effects Division (EFED)	Field and External Affairs Division (FEAD)	Health Effects Division (HED)	Information Technology and Resources Management Division (ITRMD)	Pesticide Re- Evaluation Division (PRD)	Registration Division (RD)	
Interdisciplinary Scientist (Toxicologist/Chemist/Biologist)	1		3	7		8		8	4	
Plant Pathologist/ Entomologist/Agronomist/Biologist		1							4	
Economists		1								
Microbiologist	1	1								
Modeler				1						
Enterprise Architect							1			
EPS	2	1	3		2			1		
TOTAL	4	4	6	8	2	8	1	9	8	50

EPA RETIREMENT/VERA/VSIP INFORMATION (3/17/2017)

	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP Eligible
AO	338	75	82	314
OECA	733	173	163	689
OGC	223	35	52	180
OIG	274	43	58	252
OITA	74	10	20	70
OCFO	312	51	85	285
OEI	340	70	80	310
OARM	698	117	167	642
OW	584	101	95	504
OLEM	497	114	133	453
OAR	1146	182	269	1004
OCSPP	1000	206	227	883
ORD	1586	421	324	1470
R1	569	134	206	523
R2	787	199	245	729
R3	828	191	226	722
R4	918	166	299	826
R5	1084	254	312	978
R6	738	222	169	669
R7	507	75	110	442
R8	529	94	133	492
R9	740	145	208	679
R10	548	108	125	502
EPA TOTAL	15053	3186	3788	13618

VSIP

When an agency has received approval from OPM to offer VSIPs, any employee (as defined in 5 U.S.C. 2105) who meets these general eligibility requirements may receive an offer. The employee must:

1. Be serving in an appointment without time limit;
2. Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
3. Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
4. Apply for and receive approval for a VSIP from the agency making the VSIP offer; and
5. Not be included in any of the ineligibility categories listed below.

Employees in the following categories are not eligible for a VSIP:

1. Are reemployed annuitants;
2. Have a disability such that the individual is or would be eligible for disability retirement;
3. Have received a decision notice of involuntary separation for misconduct or poor performance;
4. Previously received any VSIP from the Federal Government;
5. During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
6. During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid;
7. During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.

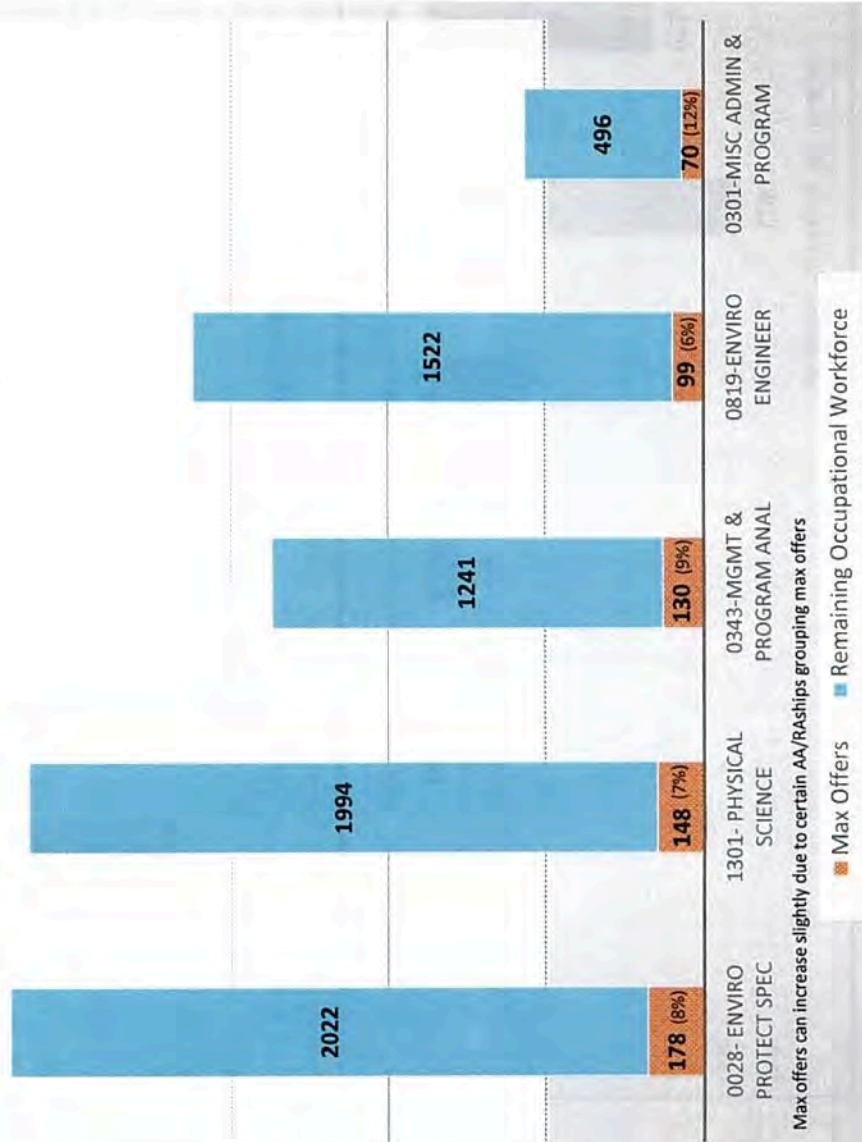
VERA

To be eligible to retire under VERA, an employee must:

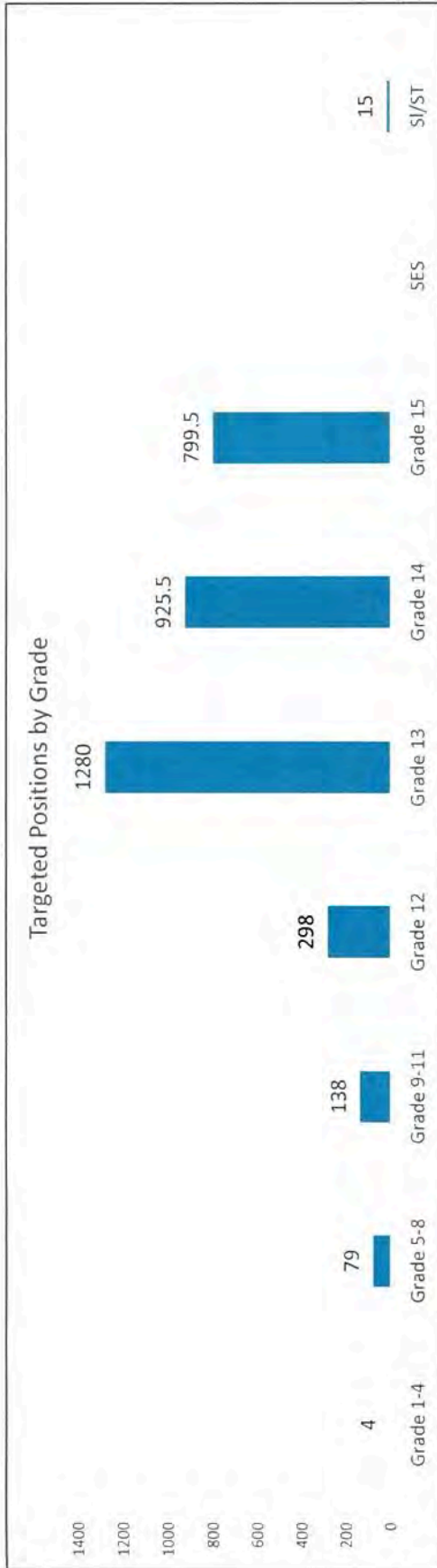
1. Meet the VERA minimum age and service requirements (i.e. the employee has completed at least 20 years of creditable service and is at least age 50, or has completed at least 25 years of creditable service regardless of age) – Note: The minimum age and service requirements are set by statute in 5 U.S.C. 8336(d)(2) for CSRS employees and in 5 U.S.C. 8414(b)(1) for FERS employees. OPM has no authority to waive either the minimum age or service requirements for VERA eligibility.
2. Have been continuously employed by the agency for at least 31 days before the date that the agency initially requested OPM approval of VERA;
3. Hold a position that is not a time-limited appointment;
4. Have not received a final removal decision based upon misconduct, or unacceptable performance;
5. Hold a position covered by the agency's VERA; and
6. Retire under the VERA option during the agency's VERA window.

VERA/VSSIP SUMMARY

Top 5 Occupations based on Max Offers



- Max Offer = 8% of total workforce
- Targeted Positions = 25% of total workforce
- Office/Region with highest percentage of maximum offers: Region 6, Region 3, OLEM, AO and OARM
- Office/Region with lowest percentage of maximum offers: OGC, Region 8, OAR, Region 4 and Region 9
- Most impactful "Theme": Restructure or reduce highly graded supervisory and non-supervisory positions (4% of the workforce)



VERA/VSIP AA/RAShip IMPACTS

	Non-term/Non- Student Employees	Targeted Postions	Targeted Positions as % of Workforce	Max Offers	Max Offers as % of Workforce
OGC	227	3	1.3%	2	0.9%
Region 8	513	48	9.4%	8	1.6%
OAR	1120	67	6.0%	20	1.8%
Region 4	908	26	2.9%	26	2.9%
Region 9	726	168	23.1%	24	3.3%
Region 10	542	44	8.1%	19	3.5%
Region 2	781	105	13.4%	30	3.8%
OCSPP	970	68	7.0%	50	5.2%
OW	576	391	67.9%	30	5.2%
Region 1	547	112	20.5%	36	6.6%
OITA	74	6	8.1%	5	6.8%
OECA	721	506	70.2%	51	7.1%
Region 5	1056	182	17.2%	79	7.5%
OCFO	302	160	53.0%	27	8.9%
OEI	337	180	53.4%	30	8.9%
Region 7	501	168	33.5%	45	9.0%
ORD	1546	296	19.1%	183	11.8%
OARM	690	154	22.3%	98	14.2%
AO	355	139	39.2%	65	18.3%
OLEM	491	219	44.6%	94	19.1%
Region 3	808	411	50.9%	159	19.7%
Region 6	733	217	29.6%	147	20.1%
EPA	14793	3670	24.8%	1228	8.3%

Summary of the EPA's 2107 Voluntary Early Retirement Authority and Voluntary Separation Incentive Payments Programs

Background

In April 2017, the agency announced that it was initiating an early out/buyout program targeted for completion by the end of September 2017. The agency's business case for requesting VERA/VSIP focused on improving overall efficiency and effectiveness across the enterprise.

Twenty-two of the agency's program/regional offices participated in the effort (all EPA offices except for the Office of the Inspector General).

A total of 3,669 positions were targeted (25% of the workforce) with a maximum of 1,226 offers to be made (8% of the workforce) (see attachment 1).

The top five targeted occupations based on maximum offers to be made were environmental protection specialists (178), physical scientists (148), management and program analysts (130), environmental engineers (99) and miscellaneous administration and program support (70).

The agency received final OPM/OMB approval on July 10, 2017. Two amendments to the authority were requested by the agency and approved by OPM: (1) an allocation flexibility across organizations within a regional/program office and (2) an adjustment to the Office of Water's targeted positions.

Final Outcomes – Separations and Costs

A total of 374 employees departed the agency on or prior to September 2, 2017; two additional employees departed on September 30, 2017 (Table 1). The departure of 376 employees, represents 2.5% of the agency's pre-VERA/VSIP workforce.

The occupational series with the most departures were environmental protection specialists (74), management and program analysts (58), physical scientists (41) and environmental engineers (33). These four occupations accounted for 55% of our VERA/VSIP departures which was expected given they were the primary targeted occupations and are the most abundant occupations at the agency (collectively these occupations represent 49% of the workforce.)

The grade distribution of VERA/VSIP departures closely follows the agency's overall grade structure. The majority of departures were grades 13-15, representing approximately 79% of all departures. Approximately 20% were grades 12 and below and less than 1% were outside of the general schedule pay plan.

The lump sum costs for the 376 departing employees are as follow:

- Total Cost: approximately \$9.3 M
- 371 employees received full \$25K
- Two employees declined the buyout
- Three employees received slightly less than \$25K

(Note that VSIP payments are computed based on the severance an employee would be entitled to receive in accordance with federal law, with a \$25,000 maximum.)

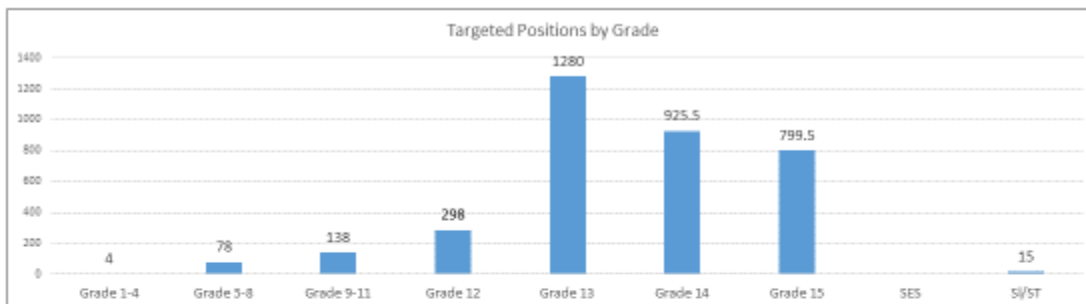
Table 1. Final V/V separations for Regional and Program Offices.

AA Ship/Region	Total	Accepted	Withdrew	Not Eligible	Declined	Separated
AO	14	11		1	2	11
OAR	4	3			1	3
OARM	31	25			6	25
OCFO	17	15			2	15
OCSPP	15	10		2	3	10
OECA	48	39	1		8	39
OEI	17	16			1	16
OGC	2	2				2
OITA	3	2			1	2
OLEM	20	15	1		4	15
ORD	32	29	1		2	29
OW	24	18	1		5	18
Region 1	27	20			7	20
Region 10	7	5			2	5
Region 2	9	7		1	1	7
Region 3	59	41	6	1	11	41
Region 4	28	19	1	4	4	19
Region 5	32	28	1		3	28
Region 6	39	29	3	1	6	29
Region 7	33	29			4	29
Region 8	4	2		2		2
Region 9	15	11	1		3	11
Total	480	376	16	12	76	376

VERA/VSIP SUMMARY



- Max Offer = 8% of total workforce
- Targeted Positions = 25% of total workforce
- Office/Region with highest percentage of maximum offers: Region 6, Region 3, OLEM, AO and OARM
- Office/Region with lowest percentage of maximum offers: OGC, Region 8, OAR, Region 4 and Region 9
- Most impactful "Theme": Restructure or reduce highly graded supervisory and non-supervisory positions (4% of the workforce)



February 27, 2020

MEMORANDUM

SUBJECT: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

FROM: Jane Nishida, Acting Assistant Administrator
Office of International and Tribal Affairs

TO: All OITA Employees

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VERA/VSIP opportunities to a limited number of EPA employees.

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter from me. The letter will provide specifics on the application process; please be aware the application period opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. Please contact Dennis Cunningham with any questions you may have about our VERA/VSIP.

Insert Date

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

FROM: **Insert Name**
Insert Title (Assistant or Regional Administrator)

TO: Employees in Targeted Positions in **{Insert Region or AAship}**

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered will be **INSERT #**. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The **{INSERT servicing SSC: Research Triangle Park, Las Vegas, Cincinnati or Executive Resources Division}** can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate. Attachment C provides a list of your **{INSERT servicing SSC or ERD}** contacts.

If you decide to apply, you should do so early in the application period, which opens today, July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Applications will only be accepted during this period using the [online application system](#). Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is **entirely voluntary**. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help **INSERT NAME OF REGION OR AAship** most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

Attachments

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

PLEASE INSERT YOUR PROGRAM/REGION'S TARGETED POSITION DATA PROVIDED TO OPM. THE DATA SHOULD INCLUDE THE FOLLOWING AS APPROPRIATE: ORGANIZATION, TITLE, SERIES, GRADE, GEOGRAPHIC LOCATION, AND MAXIMUM NUMBER OF VSIP OFFERS BY ORGANIZATION/SERIES/GRADE/LOCATION.

VOLUNTARY SEPARATION INCENTIVE PAYMENT (VSIP) AND VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA) ELIGIBILITY

NOTE: This chart is intended to provide information about general eligibility. If you have any questions about whether or not you meet any of the criteria, you should apply, so the Human Resources Shared Service Center can make an official determination.

You ARE eligible for a VSIP if you:	You ARE eligible for VERA if you:	You are NOT eligible for VSIP if you:
are serving under an appointment without time limitation	meet the minimum age and service requirements: <ul style="list-style-type: none"> - at least age 50 with at least 20 years of credible federal service OR - any age with at least 25 years of creditable federal service 	are a reemployed annuitant
have been currently employed by the federal government for a continuous period of at least three years	have been continuously employed by the Agency for at least 31 days before the date your region or program office initially requested OPM approval for VERA	have a disability such that you are or would be eligible for disability retirement
are serving in a position covered by your region or program office's VSIP offer	are serving under an appointment without time limitation	have received a decision notice of involuntary separation for misconduct or unacceptable performance
apply for and receive approval for a VSIP from the Agency	have not received a final removal decision based on misconduct or unacceptable performance	have previously received a VSIP from the federal government
separate by September 2, 2017	are serving in a position covered by your region or program office's VERA offer	performed service during the 36-month period preceding the date of separation for which a student loan repayment benefit was paid or is to be paid
	retire under the VERA option during your program or region's VERA window	performed service during the 24-month period preceding the date of separation for which a recruitment or relocation bonus was paid or is to be paid
		performed service during the 12-month period preceding the date of separation for which a retention bonus was paid or is to be paid

POINTS OF CONTACT

If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact the {Servicing SSC or ERD} as shown below. You may also contact the {servicing SSC or ERD} if you have questions about FedHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.

Email: {[POC Email(s)]} with “VERA/VSIP Related Request” in your email subject line.

Telephone: {Number(s)}

If you have specific questions about **INSERT REGION OR AASHIP’S NAME** VERA or VSIP package, please contact **INSERT NAME, TELEPHONE NUMBER, AND EMAIL FOR THE POINT OF CONTACT FOR REGION OR AASHIP.**

HOW AND WHEN TO APPLY FOR VERA AND VSIP

Before You Apply	<p>Read the memorandum from your region or program office announcing the VERA and VSIP. You should ensure that you are in a targeted position by reviewing Attachment A. If you are interested in the VERA and/or VSIP but are unsure about your eligibility, you should apply during the application window, so the {Human Resources Shared Service Center or ERD} can make an official determination.</p> <hr/>
Where to Find Additional Information	<p>The Office of Personnel Management has information on its website regarding VERAs and VSIPs. You may also view additional information on the agency's VERA/VSIP intranet site. If you need additional information, please call or email the {servicing SSC or ERD} points of contact identified in Attachment C.</p> <hr/>
Estimating Retirement Pay	<p>There are two methods for you to obtain an annuity estimate. The FedHR Navigator allows you to estimate your own basic annuity. A webinar with instructions on using the FedHR Navigator can be found at http://intranet.epa.gov/policy/buyouts/pdfs/FHR-Navigator-Webinar.pdf. Or, you may contact the {servicing SSC or ERD} identified in Attachment C to request an annuity estimate.</p> <hr/>
Application Window	<p>The application window (the time during which you must apply for a VERA or VSIP) opens July 13, 2017 and closes at 11:59 pm Eastern standard time on July 26, 2017. Applications submitted between July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first service basis. Applications submitted after 11:59 p.m. EST, July 26, 2017, will not be considered.</p> <hr/>
Application Process	<p>Step 1: From your EPA computer, login to the online application at http://drupal.rtp.epa.gov/veravsip/</p> <p>Step 2: Complete your application and press submit when you have fully completed all of the blocks. If you need assistance completing this form and/or you require an alternative application method, please contact your {HR SSC or ERD} identified in Attachment C for assistance in submitting an application.</p> <p>You should apply early in the application window in case you experience any problems or issues in applying.</p> <p>Step 3: You will receive an email notification from the VERA/VSIP online system when your application has been received.</p> <hr/>
After You Apply	<p>The {servicing SSC or ERD} will review your application and notify you of your eligibility. You should receive a notification no later than August 2, 2017. If you are eligible and your application is approved, the {servicing SSC or ERD} will ask you to complete the necessary paperwork to process your separation.</p>

Historical Attrition

- Avg attrition since 2013 = 72 per year (6-7%)
- Order of attrition (highest to lowest): OAQPS, OTAQ, OAP, ORIA, OAA
 - OAQPS and OTAQ are also the 1st & 2nd largest offices
- Attrition to date in 2017 is 52 total:
 - OAA = 4
 - OAP = 10
 - OAQPS = 25
 - ORIA = 2
 - OTAQ = 11

OAR's 2014 VERA/VSIP

- Three offices participated: OAA, OAP, ORIA
- Each had a different business case:
 - OAA – downgrade positions
 - OAP – consolidate MOS functions
 - ORIA – redirect administrative positions to professional series & downgrade
- 39 offers made available to 112 positions
- 9 offers were accepted:
 - 6 optional retirement
 - 3 early retirement

which? why?

Implications

- OAR could end the year as much as 52 FTE below 2016 ceiling if 2nd-half attrition matches 1st half of year.
- The 2014 buyout had a 23% acceptance rate, but it was also very limited in scope. A broader offer might be more popular.
- No obvious option for an OAR-wide restructuring proposal apart from administrative consolidation (not recommended). Basis & objectives would likely vary by office.
- Normative, office-by-office workforce restructuring would likely produce only marginal position reductions.
 - Regrading positions per se doesn't save FTE

VERA/VSIP AA/RAship IMPACTS

	Non-term/Non- Student Employees	Targeted Positions	Targeted Positions as % of Workforce	Max Offers	Max Offers as % of Workforce
OGC	227	2	0.9%	2	0.9%
Region 8	513	48	9.4%	8	1.6%
OAR	1120	67	6.0%	20	1.8%
Region 4	908	26	2.9%	26	2.9%
Region 9	726	168	23.1%	24	3.3%
Region 10	542	85.6	15.8%	19	3.5%
Region 2	781	104	13.3%	30	3.8%
OCSP	970	68	7.0%	50	5.2%
OW	576	391	67.9%	30	5.2%
Region 1	547	112	20.5%	36	6.6%
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Region 7	501	170	33.9%	45	9.0%
ORD	1546	239	15.5%	183	11.8%
OARM	690	134	19.4%	98	14.2%
AO	355	139	39.2%	65	18.3%
OLEM	491	219	44.6%	94	19.1%
Region 3	808	411	50.9%	159	19.7%
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VERA/VSIP
AA/RAShip IMPACTS

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Memorandum For OARM Las Vegas Employees

From: Donna J. Vizian

Subject: Closure of the Las Vegas Human Resources Shared Service Center (HRSSC)

As you may recall over the last few years, efforts were made to consider building an EPA facility in the Las Vegas metro area in concert with the decision to vacate space on the UNLV campus. However, Congress did not appropriate funds for the new facilities. Further, former President Obama signed into law the Federal Assets Sale and Transfer Act of 2016, which requires Executive Branch Agencies to report on space utilization and reduce leased space by consolidating in government-owned buildings. With these events, it became clear that there was no longer a viable path to maintain an OARM presence in Las Vegas. As a result, the agency is implementing a plan to move the OARM Las Vegas Human Resources Shared Service Center (HRSSC) operations into EPA owned facilities in Cincinnati Ohio or Research Triangle Park in North Carolina. This will require current OARM Las Vegas federal employees to evaluate career options regarding relocating to one of the aforementioned geographic HRSSC locations.

All OARM Las Vegas federal employees will be given the option to relocate to one of the two existing EPA owned HRSSC sites. The timeline for all completed moves is July 31, 2018. This will allow time for the physical turnover of the current OARM Las Vegas leased space to be completed by September 30, 2018. After September 30, 2018, there will be no OARM operations or work located in Las Vegas. Thus, all OARM HRSSC Las Vegas federal employees will be given the opportunity (via management directed reassignment) to relocate at their same grade and series as currently assigned. As a part of the relocation efforts, OARM will be offering full relocation benefits to current Las Vegas HRSSC federal employees interested in relocating to the Cincinnati HRSSC or the Research Triangle Park HRSSC. The following timeline will be used for the move:

- a. October 17, 2017: Notify employees
- b. November 30, 2017: Receive feedback from Las Vegas HRSSC employees on relocation desires via survey (attached)
- c. January 1 – June 30, 2018: Employees relocate to other EPA HRSSC locations
- d. July 1 – July 31, 2018: Transfer of files and EPA equipment to other EPA HRSSC locations
- e. August 1 – September 30, 2018: Transfer physical office space to GSA

For those not desiring to relocate to either Cincinnati or Research Triangle Park, EPA will be offering a special VERA/VSIP to eligible employees. Over the next few months, additional information will be provided regarding options to those interested in either relocating to either of the existing EPA HRSSCs or separation incentives. Those not interested in accepting the management directed reassignment options or separation incentive will be separated from federal employment as there will be no OARM work continued in the Las Vegas metro area. I want to be clear that I share your concerns that decisions to move our HRSSC activities impact our staff and their families. As a management staff, we have worked hard to retain space where possible to minimize the impact on staff and we will continue to do so while also meeting our responsibilities to accomplish the Agency's mission in an efficient and cost effective manner.

OARM Las Vegas Human Resources Shared Service Center (HRSSC) Federal Staff Relocation Options Survey

Name: _____

Grade: _____

Series: _____ Full Performance Level Grade (if any): _____

Service Computation Date: _____

Relocation or separation incentives interest:

Please initial your desire and current interest in the following options being offered by the Agency to all current federal Las Vegas HRSSC staff as a result of the decision to relocate OARM HRSSC operations.

A: _____ I intend to accept relocation to the Cincinnati HRSSC to include all PCS entitlements associated with the move.

B: _____ I intend to accept relocation to the Research Triangle Park HRSSC to include all PCS entitlements associated with the move.

C: _____ I am interested in accepting a special OARM Las Vegas HRSSC VERA offer

D: _____ I am interested in accepting a special OARM Las Vegas HRSSC VSIP offer

E: _____ I am not interested in relocating to either existing EPA HRSSC location

F: _____ I do not intend on accepting any separation incentive offered by EPA

G: _____ I intend to pursue other agency employment opportunities via USAJobs

H: _____ I intend to pursue other federal employment opportunities via USAJobs

I: _____ I intend to resign/separate from EPA federal service

J: _____ I am eligible to voluntarily retire and will do so NLT July 31, 2018

By initialing the above options, it does not preclude you from at any later date of changing your mind to accept a relocation incentive or separation incentive unless so stated in either option at a later date.

By signing below, you acknowledge that you have been provided an opportunity to express interest in continued EPA HRSSC employment opportunities or to participate in a separation incentive program offered by the agency as a result of the decision of management to move all associated OARM work related operations to an existing EPA owned HRSSC work location. You also acknowledge that after the announced date of the office work relocation (July 31, 2018) that failure to accept an offer by the agency will result in a separation.

Name: _____ Date: _____

MEMORANDUM

SUBJECT: Closure of the Las Vegas Human Resources Shared Service Center

FROM: Donna J. Vizian, Acting Assistant Administrator

TO: OARM Las Vegas Employees

I am following up on our recent discussion regarding the agency's decision to relocate the OARM Las Vegas Human Resources Shared Service Center into EPA owned facilities in Cincinnati, Ohio, or Research Triangle Park in North Carolina. All OARM Las Vegas federal employees will be given the option to relocate to one of the two existing EPA-owned HRSSC operations at their current grade and series. All moves will be completed by July 31, 2018, allowing the agency time to release the OARM Las Vegas leased space by September 30, 2018. After that date, there will no longer be an OARM presence in Las Vegas. OARM is also offering relocation benefits to Las Vegas HRSSC federal employees interested in relocating to Cincinnati or RTP. Below is the timeline for the move:

- a. November 30, 2017: Las Vegas HRSSC employees indicate preference using the attached survey
- b. January 1 – June 30, 2018: Las Vegas HRSSC employees relocate to another EPA HRSSC location
- c. July 1 – July 31, 2018: EPA transfers files and equipment to the appropriate EPA HRSSC location
- d. August 1 – September 30, 2018: EPA releases leased space to the General Services Administration

For those LV HRSSC federal employees not wanting to relocate, the EPA will be requesting authority from the Office of Personnel Management and the Office of Management and Budget to offer VERA/VSIP to eligible employees.

Over the next few months, we will be communicating regularly with you regarding these options. Those employees not interested in either option will be separated from federal employment since there will no longer be an OARM presence in the Las Vegas metro area.

Please submit the completed attached survey to ___ by November 30, 2017. Thank you for working with us during this difficult time of transition. Please contact ---- with any questions you may have.

Attachment

**OARM Las Vegas Human Resources Shared Service Center
Federal Staff Relocation Options Survey**

Name:

Email:

Telephone Number:

Grade:

Series:

Full Performance Level Grade (if any):

Service Computation Date:

Relocation or Separation Interest:

Please initial your interest by checking one of the following options being offered by the agency to Las Vegas HRSSC federal employees:

_____ I intend to accept relocation to the Cincinnati HRSSC to include PCS entitlements associated with the move.

_____ I intend to accept relocation to the Research Triangle Park HRSSC to include PCS entitlements associated with the move.

_____ I am interested in applying for VERA if offered at OARM Las Vegas HRSSC.

_____ I am interested in applying for VSIP if offered at OARM Las Vegas HRSSC.

_____ I intend to pursue other agency employment opportunities.

_____ I intend to pursue other federal employment opportunities.

_____ I intend to resign/separate from federal service.

_____ I am eligible to voluntarily retire and will do so by July 31, 2018.

By initialing the above option, you are not precluded from changing your mind to accept a relocation incentive or separation incentive unless so stated in either option.

By signing below, you acknowledge that you have been provided an opportunity to express interest in an EPA HRSSC employment opportunity or participate in a VERA/VSIP offered by

the agency. This is a result of the decision to relocate all OARM operations to EPA- owned HRSSCs. You also acknowledge that after July 31, 2018, failure to accept one of these options will result in separation from federal government employment.

Name: _____ Date: _____

February 27, 2020

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

FROM: Jane Nishida, Acting Assistant Administrator
Office of International and Tribal Affairs

TO: Employees in Targeted Positions in OITA

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered will be five (5). If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The **Las Vegas HR Shared Service Center (SSC)** can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate. Attachment C provides a list of your SSC contacts.

If you decide to apply, you should do so early in the application period, which opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Applications will only be accepted during this period using the [online application system](#). Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is **entirely voluntary**. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer.

You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OITA most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

Attachments

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

Series	Position Title	Grade(s)	Maximum # of VSIP Applications Accepted
0301	International Environmental Program Specialist	14/15	■
0028	Environmental Protection Specialist	13	■
0303	International Program Assistant	09	■

VOLUNTARY SEPARATION INCENTIVE PAYMENT (VSIP) AND VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA) ELIGIBILITY

NOTE: This chart is intended to provide information about general eligibility. If you have any questions about whether or not you meet any of the criteria, you should apply, so the Human Resources Shared Service Center can make an official determination.

You ARE eligible for a VSIP if you:	You ARE eligible for VERA if you:	You are NOT eligible for VSIP if you:
are serving under an appointment without time limitation	meet the minimum age and service requirements: <ul style="list-style-type: none"> - at least age 50 with at least 20 years of credible federal service OR - any age with at least 25 years of creditable federal service 	are a reemployed annuitant
have been currently employed by the federal government for a continuous period of at least three years	have been continuously employed by the Agency for at least 31 days before the date your region or program office initially requested OPM approval for VERA	have a disability such that you are or would be eligible for disability retirement
are serving in a position covered by your region or program office's VSIP offer	are serving under an appointment without time limitation	have received a decision notice of involuntary separation for misconduct or unacceptable performance
apply for and receive approval for a VSIP from the Agency	have not received a final removal decision based on misconduct or unacceptable performance	have previously received a VSIP from the federal government
separate by September 2, 2017	are serving in a position covered by your region or program office's VERA offer	performed service during the 36-month period preceding the date of separation for which a student loan repayment benefit was paid or is to be paid
	retire under the VERA option during your program or region's VERA window	performed service during the 24-month period preceding the date of separation for which a recruitment or relocation bonus was paid or is to be paid
		performed service during the 12-month period preceding the date of separation for which a retention bonus was paid or is to be paid

POINTS OF CONTACT

If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact the Las Vegas HR Shared Service Center (SSC) as shown below. You may also contact the Las Vegas SSC if you have questions about FedHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.

Las Vegas HR SSC contacts: **Elaine Jimenez** at 702-798-2402 or **Crystal Ponich** at 702-798-2424.

Alternatively, you can email the SSC's Employee Services/Benefits group email box at: ESB_SSC_LV@epa.gov with *VERA/VSIP Related Request* in your email subject line.

If you have specific questions about OITA's VERA or VSIP package, please contact Dennis Cunningham (Cunningham.dennis@epa.gov) at 202-564-6622.

HOW AND WHEN TO APPLY FOR VERA AND VSIP

Before You Apply	<p>Read the memorandum from your region or program office announcing the VERA and VSIP. You should ensure that you are in a targeted position by reviewing Attachment A. If you are interested in the VERA and/or VSIP but are unsure about your eligibility, you should apply during the application window, so the Las Vegas SSC can make an official determination.</p> <hr/>
Where to Find Additional Information	<p>The Office of Personnel Management has information on its website regarding VERAs and VSIPs. You may also view additional information on the agency's VERA/VSIP intranet site. If you need additional information, please call or email the Las Vegas SSC points of contact identified in Attachment C.</p> <hr/>
Estimating Retirement Pay	<p>There are two methods for you to obtain an annuity estimate. The FedHR Navigator allows you to estimate your own basic annuity. A webinar with instructions on using the FedHR Navigator can be found at http://intranet.epa.gov/policy/buyouts/pdfs/FHR-Navigator-Webinar.pdf. Or, you may contact the Las Vegas SSC identified in Attachment C to request an annuity estimate.</p> <hr/>
Application Window	<p>The application window (the time during which you must apply for a VERA or VSIP) opens July 13, 2017 and closes at 11:59 pm Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first service basis. Applications submitted after 11:59 p.m. EST, July 26, 2017, will not be considered.</p> <hr/>
Application Process	<p>Step 1: From your EPA computer, login to the online application at http://drupal.rtp.epa.gov/veravsip/</p> <p>Step 2: Complete your application and press submit when you have fully completed all of the blocks. If you need assistance completing this form and/or you require an alternative application method, please contact the Las Vegas SSC point of contact identified in Attachment C for assistance in submitting an application.</p> <p>You should apply early in the application window in case you experience any problems or issues in applying.</p> <p>Step 3: You will receive an email notification from the VERA/VSIP online system when your application has been received.</p> <hr/>
After You Apply	<p>The Las Vegas SSC will review your application and notify you of your eligibility. You should receive a notification no later than August 2, 2017. If you are eligible and your application is approved, the Las Vegas SSC will ask you to complete the necessary paperwork to process your separation.</p>

VSIP

When an agency has received approval from OPM to offer VSIPs, any employee (as defined in 5 U.S.C. 2105) who meets these general eligibility requirements may receive an offer. The employee must:

1. Be serving in an appointment without time limit;
2. Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
3. Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
4. Apply for and receive approval for a VSIP from the agency making the VSIP offer; and
5. Not be included in any of the ineligibility categories listed below.

Employees in the following categories are not eligible for a VSIP:

1. Are reemployed annuitants;
2. Have a disability such that the individual is or would be eligible for disability retirement;
3. Have received a decision notice of involuntary separation for misconduct or poor performance;
4. Previously received any VSIP from the Federal Government;
5. During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
6. During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid;
7. During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.

VERA

To be eligible to retire under VERA, an employee must:

1. Meet the VERA minimum age and service requirements (i.e. the employee has completed at least 20 years of creditable service and is at least age 50, or has completed at least 25 years of creditable service regardless of age) – Note: The minimum age and service requirements are set by statute in 5 U.S.C. 8336(d)(2) for CSRS employees and in 5 U.S.C. 8414(b)(1) for FERS employees. OPM has no authority to waive either the minimum age or service requirements for VERA eligibility.
2. Have been continuously employed by the agency for at least 31 days before the date that the agency initially requested OPM approval of VERA;
3. Hold a position that is not a time-limited appointment;
4. Have not received a final removal decision based upon misconduct, or unacceptable performance;
5. Hold a position covered by the agency's VERA; and
6. Retire under the VERA option during the agency's VERA window.

EPA Workforce Composition

March 2017

- Total number of onboard employees: 15,241 (includes 14,996 permanent employees and 245 temporary employees)
 ↳ student interns
- Total number of employees within their one-year probationary period: 643 (includes 65 Veterans and 33 employees with disabilities)* only ut go for course/perf - otherwise they have appeal right
- Total number of employees that are: currently retirement eligible: 3,165
 - planning to retire in the next 3 months: 64
 - eligible to retire in the next 1-3 years: 2,115
 - eligible to retire in the next 3-5 years: 1,274
- Total number of employees on extended Administrative Leave: 2

Summary of Appeal Rights

Excepted Service	MSPB
VRA	A Preference eligible veteran in the excepted service has full appeal rights after 1 year. A preference eligible in the excepted service who has not completed 1 year or more of current, continuous service in the same or similar position, may not appeal termination to the Board. With for the following exceptions:
Schedule A disability	
Pathways/Schedule D	
2/13	Employees terminated during their trial period have limited appeal rights and may appeal to the Board only if they believe their termination was based on (a) partisan political reasons, or (b) marital status. They may also appeal the termination based on discrimination because of race, color, religion, sex, national origin, age, or physical or mental disability, but only if the allegation of such discrimination is raised in addition to (a) or (b) mentioned above.

98 vs. 105

<p>Competitive Service</p> <p>Career Conditional (during probationary Period)</p>	<p>MSPB</p> <p>Employees terminated during their probationary period have limited appeal rights to the MSPB (the Board). They may appeal to the Board if they believe their termination was based on (a) partisan political reasons, or (b) marital status. They may also appeal the termination based on discrimination because of race, color, religion, sex, national origin, age, or physical or mental disability, but only if the allegation of such discrimination is raised in addition to (a) or (b) mentioned above.</p>
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Employees may have other appeal rights including EEO, USERRA, Whistleblower Protection, etc.

Notice to Employees in Targeted Positions

July 13, 2017

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

FROM: Wendy Cleland-Hamnett /s/
Acting Assistant Administrator, OCSPP

TO: Employees in Targeted Positions in OCSPP

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered will be 50. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Research Triangle Park HR Shared Service Center can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate. Attachment C provides a list of your RTP HR Shared Service Center contacts.

If you decide to apply, you should do so early in the application period, which opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Applications will only be accepted during this period using the [online application system](#). Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is **entirely voluntary**. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OCSPP most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

Attachments

OCSPP APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

With the exception of occupational series 0303, OCSPP's package includes those eligible for VERA and retirement only, not those only eligible for VSIP. No resignations will be accepted other than series 0303.

Office	Occupational Series		Grade	Location	No. of positions in targeted Series	Maximum VSIP/VERA to be offered
Immediate Office of the Assistant Administrator						
Admin. Series Other than GS-15 Non-Sup.	0301	Miscellaneous Administration and Program Series (org. code M0000000)	GS-13 (2)	Washington, DC	(b)(6)	
GS-15 Non-Supervisory*						
	0501	Financial Admin. and Program	GS-15 (1)	Washington, DC		
	0905	General Attorney	GS-15 (1)	Washington, DC		
	1035	Public Affairs	GS-15 (1)	Washington, DC		
	0343	Management and Program Analysis	GS-15 (1)	Washington, DC		
	0301	Miscellaneous Administration and Program Series	GS-15 (2)	Washington, DC		
		Subtotal - IO			8	5
Office of Science Coordination and Policy						
GS-15 Non-Supervisory					(b)(6)	
	1320	Chemistry	GS-15 (1)	Washington, DC		
	0343	Management and Program Analysis	GS-15 (1)	Washington, DC		
	0415	Toxicologist	GS-15 (1)	Washington, DC		
		Subtotal – OSCP			3	3

Office of Pesticide Programs						
<i>Admin. Series Other than GS-15 Non-Sup.</i>	0303	Misc. Clerk and Assistant	GS-07 (1); GS-08 (1)	Arlington, VA (2)	(b)(6)	
<i>GS-15 Non-Supervisory Admin. Series</i>						
	0028	Environmental Protection Specialist	GS-15 (6)	Arlington, VA (5); Chicago, IL (1)		
	0301	Misc. Administration and Program Series	GS-15 (2)	Arlington, VA (2)		
	0343	Management and Program Analysis	GS-15 (3)	Arlington, VA (3)		
	1001	General Arts and Information	GS-15 (1)	Arlington, VA (1)		
<i>GS-15 Non-Supervisory Science Series</i>						
	0401	General Natural Resources Mgmt.	GS-15 (9)	Arlington, VA (8); Ft. Meade, MD (1)		
	0601	General Health Science	GS-15 (1)	Arlington, VA (1)		
	1301	General Physical Science	GS-15 (1)	Arlington, VA (1)		
	1320	Chemistry	GS-15 (2)	Arlington, VA (2)		
<i>GS-15 Supervisory (HED/PRD only)</i>						
	0343	Management and Program Analysis	GS-15 (0)	Arlington, VA		
	0401	General Natural Resources Mgmt.	GS-15 (0)	Arlington, VA		
		Subtotal - OPP			30	17

Office of Pollution Prevention and Toxics						
<i>Admin. Series Other than GS-15 Non-Sup.</i>	0301	Misc. Administration and Program Series	GS-13 (4)	Washington, DC	(b)(6)	
	0303	Misc. Clerk and Assistant	GS-10 (1)	Washington, DC		
<i>GS-15 Non- Supervisory</i>						
	0028	Environmental Protection Specialist	GS-15 (12)	Washington, DC		
	0301	Miscellaneous Administration and Program Series	GS-15 (4)	Washington, DC		
	0415	Toxicology Series	GS-15 (2)	Washington, DC		
	0819	Environmental Engineering Series	GS-15 (1)	Washington, DC		
	0905	General Attorney Series	GS-15 (1)	Washington, DC		
	1320	Chemistry Series	GS-15 (1)	Washington, DC		
	0110	Economist	GS-15 (1)	Washington, DC		
		Subtotal – OPPT			27	25
<u>OCSP Total</u>					<u>68</u>	<u>50</u>

*Note: *(1) Information Technology Management position designated as an IT Security Officer is not included in the targeted list. It is located in the IO of the Assistant Administrator.*

VOLUNTARY SEPARATION INCENTIVE PAYMENT (VSIP) AND VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA) ELIGIBILITY

NOTE: This chart is intended to provide information about general eligibility. If you have any questions about whether or not you meet any of the criteria, you should apply, so the Human Resources Shared Service Center can make an official determination.

You ARE eligible for a VSIP if you:	You ARE eligible for VERA if you:	You are NOT eligible for VSIP if you:
are serving under an appointment without time limitation	meet the minimum age and service requirements: <ul style="list-style-type: none"> - at least age 50 with at least 20 years of credible federal service OR - any age with at least 25 years of creditable federal service 	are a reemployed annuitant
have been currently employed by the federal government for a continuous period of at least three years	have been continuously employed by the Agency for at least 31 days before the date your region or program office initially requested OPM approval for VERA	have a disability such that you are or would be eligible for disability retirement
are serving in a position covered by your region or program office's VSIP offer	are serving under an appointment without time limitation	have received a decision notice of involuntary separation for misconduct or unacceptable performance
apply for and receive approval for a VSIP from the Agency	have not received a final removal decision based on misconduct or unacceptable performance	have previously received a VSIP from the federal government
separate by September 2, 2017	are serving in a position covered by your region or program office's VERA offer	performed service during the 36-month period preceding the date of separation for which a student loan repayment benefit was paid or is to be paid
	retire under the VERA option during your program or region's VERA window	performed service during the 24-month period preceding the date of separation for which a recruitment or relocation bonus was paid or is to be paid
		performed service during the 12-month period preceding the date of separation for which a retention bonus was paid or is to be paid

POINTS OF CONTACT

If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact the RTP HR Shared Service Center as shown below. You may also contact the RTP Shared Service Center if you have questions about FedHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.

Email Penny Thompson, HR Retirement Specialist, with “VERA/VSIP Related Request” in your email subject line. Penny can be reached at thompson.penny@epa.gov or 919/541-1526. An alternate email and phone number are esb-ssc-rtp@epa.gov or 919/541-2100.

If you have specific questions about OCSPP’s VERA or VSIP package, please contact Kate Graf at graf.kate@epa.gov or 202/564-0193.

HOW AND WHEN TO APPLY FOR VERA AND VSIP

Before You Apply	<p>Read the memorandum from your region or program office announcing the VERA and VSIP. You should ensure that you are in a targeted position by reviewing Attachment A. If you are interested in the VERA and/or VSIP but are unsure about your eligibility, you should apply during the application window, so the RTP Human Resources Shared Service Center can make an official determination.</p> <hr/>
Where to Find Additional Information	<p>The Office of Personnel Management has information on its website regarding VERAs and VSIPs. You may also view additional information on the agency's VERA/VSIP intranet site. If you need additional information, please call or email the RTP HR Shared Service Center points of contact identified in Attachment C.</p> <hr/>
Estimating Retirement Pay	<p>There are two methods for you to obtain an annuity estimate. The FedHR Navigator allows you to estimate your own basic annuity. A webinar with instructions on using the FedHR Navigator can be found at http://intranet.epa.gov/policy/buyouts/pdfs/FHR-Navigator-Webinar.pdf. Or, you may contact the RTP HR Shared Service Center identified in Attachment C to request an annuity estimate.</p> <hr/>
Application Window	<p>The application window (the time during which you must apply for a VERA or VSIP) opens July 13, 2017 and closes at 11:59 pm Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first service basis. Applications submitted after 11:59 p.m. EST, July 26, 2017, will not be considered.</p> <hr/>
Application Process	<p>Step 1: From your EPA computer, login to the online application at http://drupal.rtp.epa.gov/veravsip/</p> <p>Step 2: Complete your application and press submit when you have fully completed all of the blocks. If you need assistance completing this form and/or you require an alternative application method, please contact your RTP HR Shared Service Center contact identified in Attachment C for assistance in submitting an application.</p> <p>You should apply early in the application window in case you experience any problems or issues in applying.</p> <p>Step 3: You will receive an email notification from the VERA/VSIP online system when your application has been received.</p> <hr/>
After You Apply	<p>The RTP HR Shared Service Center will review your application and notify you of your eligibility. You should receive a notification no later than August 2, 2017. If you are eligible and your application is approved, the RTP HR Shared Service Center will ask you to complete the necessary paperwork to process your separation.</p>

July 12, 2017

MEMORANDUM

SUBJECT: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

FROM: Wendy Cleland-Hamnett
Acting Assistant Administrator, OCSPP

TO: All OCSPP Employees

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VERA/VSIP opportunities to a limited number of EPA employees.

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter from me. The letter will provide specifics on the application process; please be aware the application period opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. Please contact Kate Graf, 202/564-0193 or graf.kate@epa.gov, with any questions you may have about our VERA/VSIP.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY - REGION II

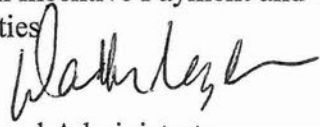
290 BROADWAY

NEW YORK, NEW YORK 10007-1866

JUL 13 2017

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

FROM: Walter Mugdan 
Acting Deputy Regional Administrator

TO: Employees in Targeted Positions in Region 2

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified for OPM and OMB the specific grades, occupational series, and geographic locations designated for VERA and VSIP, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered in Region 2 will be 30. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Research Triangle Park Human Resources Shared Service Center (SSC) can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate. Attachment C provides a list of your servicing SSC contacts.

If you decide to apply, you should do so early in the application period, which opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a

first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Applications will only be accepted during this period using the [online application system](#). Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is **entirely voluntary**. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help Region 2 most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

Attachments

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

New York City Duty Station:

Office of Regional Counsel

GS-15 attorneys, excluding supervisors and team leaders -- a maximum of two VSIPs will be offered to individuals in this group)

GS-12 paralegal specialists -- maximum of five offers

The GS-9 legal instruments examiner

Clean Air and Sustainability Division

The GS-14 environmental protection specialist in the Air Planning Section of the Air Programs Branch

GS-13s across occupational series in the Air Programs Branch -- maximum of one offer for this branch

GS-13s across occupational series in the Sustainability and Multimedia Programs Branch -- maximum of one offer for this branch

The GS-7 secretary in the Radiation and Indoor Air Branch

The GS-4 office automation clerk in the Hazardous Waste Programs Branch

Clean Water Division

The GS-13 aquatic biologist in the NPDES Section of the Clean Water Regulatory Branch

The GS-13 environmental engineer specializing in construction grants in the State Revolving Fund Section of the Drinking Water and Municipal Infrastructure Branch

Division of Enforcement and Compliance Assistance

GS-12s and 13s across series in the Groundwater Compliance Section of the Water Compliance Branch; this includes only those employees within the section whose work focuses on the underground injection control (UIC) program -- maximum of four offers

continued
Public Affairs Division

The GS-13 congressional and intergovernmental relations specialist in the Intergovernmental and Community Affairs Branch

Cross-Divisional – NYC Positions Only

GS-6 office assistants with a New York, NY duty station – maximum of seven offers
The individuals within this group are assigned to the following divisions: CASD, DECA, ERRD, OPM, and ORC.

Edison, New Jersey Duty Station:

Division of Environmental Science and Assessment

GS-13s across occupational series in the Hazardous Waste Support Branch – maximum of one offer for this branch

GS-13s across occupational series in the Laboratory Branch – maximum of one offer for this branch

GS-13s across occupational series in the Monitoring and Assessment Branch – maximum of one offer for this branch

VOLUNTARY SEPARATION INCENTIVE PAYMENT (VSIP) AND VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA) ELIGIBILITY

NOTE: This chart is intended to provide information about general eligibility. If you have any questions about whether or not you meet any of the criteria, you should apply, so the Human Resources Shared Service Center can make an official determination.

You ARE eligible for a VSIP if you:	You ARE eligible for VERA if you:	You are NOT eligible for VSIP if you:
are serving under an appointment without time limitation	meet the minimum age and service requirements: <ul style="list-style-type: none"> - at least age 50 with at least 20 years of credible federal service OR - any age with at least 25 years of creditable federal service 	are a reemployed annuitant
have been currently employed by the federal government for a continuous period of at least three years	have been continuously employed by the Agency for at least 31 days before the date your region or program office initially requested OPM approval for VERA	have a disability such that you are or would be eligible for disability retirement
are serving in a position covered by your region or program office's VSIP offer	are serving under an appointment without time limitation	have received a decision notice of involuntary separation for misconduct or unacceptable performance
apply for and receive approval for a VSIP from the Agency	have not received a final removal decision based on misconduct or unacceptable performance	have previously received a VSIP from the federal government
separate by September 2, 2017	are serving in a position covered by your region or program office's VERA offer	performed service during the 36-month period preceding the date of separation for which a student loan repayment benefit was paid or is to be paid
	retire under the VERA option during your program or region's VERA window	performed service during the 24-month period preceding the date of separation for which a recruitment or relocation bonus was paid or is to be paid
		performed service during the 12-month period preceding the date of separation for which a retention bonus was paid or is to be paid

POINTS OF CONTACT

If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact the Research Triangle Park Human Resources Shared Service Center as shown below. You may also contact the RTP HR SSC if you have questions about FedHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.

Point of Contact Information:

Caterina “Cat” Gillikin -- HR Retirement Specialist

e-mail: gillikin.caterina@epa.gov

phone: (919) 541-0673

alternate e-mail: esb-ssc-rtp@epa.gov

phone: (919) 541-2100

The subject line for your e-mails should be “VERA/VSIP Related Request.”

If you have specific questions about Region 2’s VERA/VSIP package, please contact Barbara Pastalove or Robert Rubel of Region 2’s Human Resources Branch by e-mail or phone. Barbara’s phone extension is 7-4102; Robert’s is 7-4166.

HOW AND WHEN TO APPLY FOR VERA AND VSIP

Before You Apply	<p>Read the memorandum from your region or program office announcing the VERA and VSIP. You should ensure that you are in a targeted position by reviewing Attachment A. If you are interested in the VERA and/or VSIP but are unsure about your eligibility, you should apply during the application window, so the Research Triangle Park Human Resources Shared Service Center can make an official determination.</p>
Where to Find Additional Information	<p>The Office of Personnel Management has information on its website regarding <u>VERAs</u> and <u>VSIPs</u>. You may also view additional information on the agency's VERA/VSIP <u>intranet</u> site. If you need additional information, please call or email the Research Triangle Park Human Resources Shared Service Center points of contact identified in Attachment C.</p>
Estimating Retirement Pay	<p>There are two methods for you to obtain an annuity estimate. The <u>FedHR Navigator</u> allows you to estimate your own basic annuity. A webinar with instructions on using the FedHR Navigator can be found at (b)(6). (b)(6)</p> <p>Or, you may contact the human resources shared service center identified in Attachment C to request an annuity estimate.</p>
Application Window	<p>The application window (the time during which you must apply for a VERA or VSIP) opens July 13, 2017 and closes at 11:59 pm Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first service basis. Applications submitted after 11:59 p.m. EST, July 26, 2017, will not be considered.</p>
Application Process	<p>Step 1: From your EPA computer, login to the online application at http://drupal.rtp.epa.gov/veravsip</p> <p>Step 2: Complete your application and press submit when you have fully completed all of the blocks. If you need assistance completing this form and/or you require an alternative application method, please contact your human resources shared service center identified in Attachment C for assistance in submitting an application.</p> <p>You should apply early in the application window in case you experience any problems or issues in applying.</p> <p>Step 3: You will receive an email notification from the VERA/VSIP online system when your application has been received.</p>
After You Apply	<p>The Research Triangle Park Human Resources Shared Service Center will review your application and notify you of your eligibility. You should receive a notification no later than August 2, 2017. If you are eligible and your application is approved, the Research Triangle Park Human Resources Shared Service Center will ask you to complete the necessary paperwork to process your separation.</p>